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19 June 1964

See attachment for Attendees

To : All Area Records Officers

From : Chief, Records Administration Staff/DDS

Subject: Forms Management Workshop

1. A Forms Workshop, specifically tailored for CIA Records Officers will be given in the near future. This Workshop which deals with the CIA Forms Program will be conducted by [redacted] STAT [redacted] STAT He will discuss those subjects that you need to know to do a good Forms job for your component. Typical of the topics to be discussed are:

a. Why a CIA Forms Program.

b. How does the CIA program work.

c. What do CIA forms cost.

d. How to get a form printed.

e. Are you doing a good job in Forms Management.

2. The first workshop, which is for Records Officers of DDS components is scheduled for 0930, 30 June 1964 in Room 1E-78, Headquarters. DDI, DDP, DDSET and DCI Records Officers will be notified when the Workshop is scheduled for them.

3. This Workshop has been developed for your benefit. I look forward to seeing you. [redacted] STAT



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